**Insert Practice Assignment**

1. Insert a Header that includes:

* Your Name
* Computer Applications
* Period 3

2. Using Word Art, title the page Woodward-Granger High School. The requirements are:

* Size 32
* Stretch the Word Art to fill the width of the page
* Choose Style
* Add an Outline with a weight of 2 ¼
* Change the Word Art Fill
* Add a Shadow effect
* Change the Shadow Color

3. Find a picture of Woodward-Granger using the internet. Insert it into the document. Then using the Picture Tools make the following changes:

* Change the Contrast or Brightness
* Center the Image on the Page
* Change the Picture Style (**Make Sure you choose something, so that the image will not be rotated) or** Add an Effect – **No 3-D or Bevel Effect**
* Change the size of the picture to 4 inches wide.

4. Then, insert a **Clip Art Image** of a Bus and make the following changes. You **MUST** use the first image of the bus that appears in the Clip Art menu.

* Place the Bus **on top** of the Woodward-Granger CSD Picture
  + (Hint – Change the Text Wrapping)
* **Crop** the Bus so that only the **Back** **Half** the Bus is showing and it is just the bus, no background.
* Place the Bus within the Woodward-Granger Picture so that it looks like it is leaving the school to the left.
  + (Hint – You might have to change the way the bus is facing)

5. Last, **insert Word Art** belowthe school. The text should read **Hawks.** The requirements are:

* Choose the same style as Woodward-Granger in step 1 but you must change the Shape
* The **Font Size** is 36
* Stretch the image and Center the Word Art
* The color is **different** than Woodward-Granger CSD
* Add a 3-D effect or a Shadow effect, **NOT** both
* No Border

6. Using the Mission Statement from the Woodward-Granger CSD homepage, place the mission statement right underneath the image. Then, insert a **Hyperlink** that connects the reader to the **WG Website.**